

**CONTROLLED SUBSTANCES BOARD  
TELEPHONE CONFERENCE CALL  
MADISON, WI  
MINUTES  
FEBRUARY 20, 2003**

**PRESENT:** Cynthia Benning, Kenneth Robbins,  
Thomas Rudy, Robert Sloey

**EXCUSED:** Yvonne Bellay, Doug Englebert

**STAFF PRESENT:** Deanna Zychowski, William Black, Kris Hendrickson, Grace Schwingel

**CALL TO ORDER**

The meeting was called to order at 9:05 a.m. A quorum of 4 members was present.

**AGENDA**

Amendments to Agenda: someone needs to be appointed to SCAODA.

Issues involving DEA regulations regarding quantities on special use authorization renewals

**MOTION:** Thomas Rudy moved, seconded by Robert Sloey, to approve the agenda as amended. Motion carried unanimously.

**ELECTION OF A SECRETARY**

**MOTION:** Cynthia Benning moved, seconded by Thomas Rudy, to elect Robert Sloey as Secretary of the Board. Motion carried unanimously.

**SPECIAL USE AUTHORIZATIONS**

**LINDA HEUBNER – BEAVER DAM HUMANE SOCIETY, INC.**

**MOTION:** Robert Sloey moved, seconded by Thomas Rudy, to approve the SUA with the contingency that the Board gives Yvonne Bellay the authority to approve and validate the appropriate concentrations of Ketamine and Pentabarbital needs. The Humane Society will also need to amend their application regarding the on-hand and new purchase columns. Motion carried unanimously.

**JOSEPH CURLEE – UNITED VACCINES, INC.**

There was a discussion as to whether Joseph Curlee, as a Veterinarian, needed to have an SUA. He has a Research DEA #. The Board considered that perhaps the SUA was needed for other staff such as the animal facility manager, who may be using the SUA. The Board will request clarification of the storage procedure being used, more information about the protocol he is using and how much of the SUA is being used. The Board will request the Annual Animal Report that is used by Humane Societies.

**MOTION:** Robert Sloey moved, seconded by Thomas Rudy, to approve the SUA request of Joseph Curlee. Motion carried unanimously.

### **RENEWAL APPLICATIONS**

#### **EDWARD SCHULTZ, PH.D. – U.W. DEPARTMENT OF ANATOMY, MADISON**

**MOTION:** Robert Sloey moved, seconded by Thomas Rudy, to authorize Thomas Rudy to approve the application of Edward Schultz, Ph.D. after reviewing the SUA amounts requested, the concentrations and quantities on hand and include a current RARC protocol report. Motion carried unanimously.

#### **JOHN D. FOLTS, PH.D. – UW DEPARTMENT OF MEDICINE, MADISON**

**MOTION:** Robert Sloey moved, seconded by Thomas Rudy, to authorize Thomas Rudy to approve the application of John D. Folts, Ph.D. after reviewing the SUA amounts requested, the concentrations and quantities on hand and include a current RARC protocol report. Motion carried unanimously.

### **DISCUSSION OF HAVING SUA'S AUTOMATED IN THE DEPARTMENT COMPUTER SYSTEM AND IF THERE ARE ANY SECURITY ISSUES HAVING THESE AUTHORIZATIONS AVAILABLE TO THE PUBLIC IF POSTED ON THE DEPARTMENT WEBSITE**

Kris Hendrickson discussed the Department's goal of having all SUA's automated in the Department's data base computer system to enable the Department to print licenses automatically rather than as a word document. The Department would like to ensure that there are no security issues with having general SUA information on its website, including the individual's name, city, license number, and expiration date of the SUA.

The Board also discussed the appropriate way to handle individual's who have more quantity of a controlled substance than their SUA allows. The Board agreed that it should educate all SUA holders by sending a letter letting these individual's know that if they are out of compliance with their SUA permit, they are putting their DEA license in jeopardy. Legal Counsel, William Black, Deanna Zychowski, and Kris Hendrickson will draft a letter for board approval at the April meeting.

### **OTHER BOARD BUSINESS**

The Board will appoint a member of the Board to SCAODA at its April meeting.

### **ADJOURN**

**MOTION:** Thomas Rudy moved, seconded by Robert Sloey, to adjourn the meeting at 9:55 a.m. Motion carried unanimously.

**Next Meeting: Wednesday, April 2, 2003 – 9:00 A.M. - Room 179A**